UNITED STATES SUBMARINE VETERANS, INC.

CONSTITUTION AND BYLAWS

Adopted

October, 2018

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ARTICLE I – NAME
Section 1. The name of the organization shall be THE UNITED STATES SUBMARINE VETERANS, INC.

Section 2. For these Constitution and Bylaws, the term “Organization” shall be synonymous with “The United States Submarine Veterans, Inc.”

Section 3. The written and spoken name may be shortened to USSVI, USSV, AMERICAN SUBMARINERS or SUBVETS. The full name found in Article 1, Section 1 above shall be used in all official correspondence.

ARTICLE II – EMBLEM
Section 1. The trademarked emblem of this organization shall be depicted by an oval with the words UNITED STATES bracketed along the inside edge of the oval at the top and the words SUBMARINE VETERANS bracketed along the inside edge at the bottom. A depiction of the “QUALIFIED IN SUBMARINES” breast insignia (Dolphins) shall appear centered in the oval. A depiction of the Organization’s emblem is found on the cover of these Constitution and Bylaws.

Section 2. Use of the Organization’s trademarked emblem, for any purpose, will be as specified in these Constitution and Bylaws.

ARTICLE III – PURPOSE/CREED
Section 1. The purpose/creed of USSVI is to perpetuate the memory of our shipmates who gave their lives in the pursuit of their duties while serving their country. That their dedication, deeds, and supreme sacrifice be a constant source of motivation toward greater accomplishments. Pledge loyalty and patriotism to the United States of America and its Constitution.

Section 2. In addition to perpetuating the memory of departed shipmates, we shall provide a way for all Submariners to gather for the mutual benefit and enjoyment. Our common heritage as Submariners shall be strengthened by camaraderie. We support a strong U.S. Submarine Force.

Section 3. The organization will engage in various projects and deeds that will bring about the perpetual remembrance of those shipmates who have given the supreme sacrifice. The organization will also endeavor to educate all third parties it encounters about the services our submarine brothers performed and how their sacrifices made possible the freedom and lifestyle we enjoy today.

ARTICLE IV – POLICY
The organization shall adopt no policy in conflict with the Constitution, Laws, and Practices of the United States.

ARTICLE V -- PRINCIPAL OFFICES

The organization will have offices within the United States as the Board of Directors may designate, or as the proper fulfillment of the Purpose of the Organization may require.

ARTICLE VI -- FISCAL YEAR

The fiscal year of the Organization shall commence on the first (1st) day of January and end on the thirty-first (31st) day of December in each year.

ARTICLE VII – MEMBERSHIP

Section 1. GENERAL

A. Members who have been honorably discharged from the Armed Forces of the United States of America. Proof of qualification and honorable service may be required to be provided to the assigned base Secretary or the National Membership Chairman.
B. All members shall be bound by the Organization's Constitution and Bylaws.
C. A member may choose the Local Base he/she desires; however, if no choice is made, he/she may be referred to the Base nearest his/her home, at the direction of the National Membership chairman.
D. A member is considered "in good standing" if National dues have been paid for the current year.
E. Members may join any number of Bases. One Base shall be selected as their (main) primary Base, and all others as (secondary) dual Base(s). Members may only vote from their primary Base in the National elections of the Organization.
F. To avoid conflicts of interest, a Member may only serve as Base Commander for one Base at a time.

Section 2. REGULAR MEMBERS.

A. Regular membership is restricted to current and former U.S. Military Personnel, who have been designated "Qualified in Submarines" by authorized U.S. Navy Command Authority or were regular members of the U.S. Submarine Veterans of World War II.

Section 3. LIFE MEMBERS

A. Regular Members may become Life Members by paying the National Life Membership Fee established by the Board of Directors.
B. National Life Members will pay no further National dues, but may be required to pay Base dues, per Base Bylaws.
C. A Base may offer a member who is a National Life Member Base Life Membership, not to exceed the cost of National Life membership.

Section 4: HOLLAND CLUB MEMBERS

A. Any Regular Member in good standing who has been designated “Qualified in Submarines” for fifty (50) years or more is eligible to become a member of the Holland Club within the Organization.
B. Holland Club members are subject to National and Base Dues to the same extent as other Regular Members of the Organization. Holland Club members inducted prior to the effective date of this change (September 4, 2010) are “grandfathered” and will continue to be designated as National Life Members, but may be required to pay Base dues, per Base Bylaws.
C. A Holland Club member's membership card will be appropriately stamped HOLLAND CLUB on the front.
D. The members of the Holland Club will elect Holland Club officers, including a Holland Club Chairman who will represent them directly to the Organization's National Commander.
E. The Membership Chairman will periodically review all members for Holland Club eligibility and initiate the admission process as members become eligible, including notification to the Holland Club Chairman.
F. If the Holland Club Chairman position becomes vacant due to death, incapacity or resignation, the National Commander will appoint an interim Holland Club Chairman, subject to confirmation by the Board of Directors, to serve until the next scheduled meeting of the Holland Club.

Section 5: ASSOCIATE MEMBERS

A. An Associate Member is a person who is not eligible for regular membership but is sponsored by a Regular Member and meets one of the following requirements:
    1. A family member up to two degrees of consanguinity (blood line relationship) of a Regular Member, including adoptive children of the Regular Member.
    2. A non-family member who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions and is at least sixteen (16) years of age, subject to prior approval by the National Membership Chairman.
    3. A non-family U.S. Military service member, Active or Veteran, who has demonstrated a strong interest and support of the U.S. Submarine Service by their deeds or actions, subject to prior approval by the National Membership Chairman. If separated from service, it must have been under honorable circumstances.
        a) Some examples of interest and support are: Submarine Book author, Sub Tender service, Intel Rider, Museum submarine docent, Submarine Historian, or provides some other demonstrated service to advance the U.S. Submarine force.
B. Each Associate Member must be continuously sponsored by a Regular Member in good standing.
C. Associate Members are eligible for National and Base Annual Membership and must retain their membership in an established base to maintain their

national USSVI membership. Member At Large status is not available to Associate Members.

D. Associate Members may vote on Base matters (if permitted by Base Bylaws) and may hold the elective Base offices of Secretary and/or Treasurer (if permitted by Base Bylaws), but are ineligible to vote in National/Regional elections and cannot hold National elected office.

E. In the event an Associate Member's sponsor cannot or will not continue to sponsor the Associate Member (i.e., the sponsor is transferred or leaves the Organization), another Regular Member or the base may assume sponsorship of the Associate Member. If no other Regular Member or the Base assumes the sponsorship, the Associate member will be dropped from membership.

F. If the Associate Member is the widow, widower, child or grandchild of a deceased Regular Member who was in good standing at the time of death, another Regular Member of the deceased member's Base may assume the sponsorship.

G. Upon becoming an Associate Life Member, the member's primary base shall assume their sponsorship.

H. In order to secure the organization's continuing 501(c)(19) status as a Non-Profit Veterans organization, it may, from time to time, become necessary to implement temporary limits on new annual life memberships for Associate members. This would be promulgated via a national bulletin from the Board of Directors defining the period of time, not to exceed one year. Existing Life Members of any category would not be affected.

Section 6. MEMBERS-AT-LARGE

A. The Base or National Membership Chairman may place any member who has chosen or been assigned to a Base and who is a National Life Member or whose National dues are current but whose Base dues are in arrears, to the category of Member-at-Large.

B. Members-at-Large whose National dues are current or who are National Life Members will retain National benefits (i.e., receipt of the National magazine and the right to vote on National issues).

C. A Member-at-Large may affiliate with a Base at any time by remitting Base dues.

D. A Regular base member may transfer to Member-at-Large status at any time by making a request to his/her affiliated base or to the National Membership Chairman.

ARTICLE VIII -- MEMBERSHIP DUES

Section 1. The Board of Directors shall annually evaluate and may adjust National dues and Life Membership dues/fees as required to compensate for inflation and the needs of the Organization. The National Annual and Life Membership dues/fees shall be published in the American Submariner, on the USSVI Internet site, and in the United States Submarine Veterans, Inc. Policy and Procedures Manual.

Section 2. Dues are due and payable on or before January 1st. Dues become delinquent January 31st, at which time the member's name shall be removed from the membership roll.

Section 3. Members shall pay National dues to their Primary Base, who shall forward them to the National Office, except for Members-at-Large (MALs) and members paying by credit card, who shall pay their respective dues to the National Office. Exception: After January 1, all delinquent members may be directly invoiced for dues by the National Membership Chairman or his/her representative.

Section 4. Bases may charge Base Dues as prescribed by their local Base Bylaws.

Section 5: New Member annual dues may be set on a declining pro-rata monthly schedule to be determined by the Board of Directors and published to the bases.

Section 6: Those members with thirty-five (35) years of continuous membership in USSVI shall be classed as Senior Members, be publicly recognized, and considered Life Members for national dues purposes if they are still annual dues members.

ARTICLE IX – STRUCTURE

Section 1. REGIONS

A. Geographic Regions consisting of Districts or other subdivisions will be established and may be realigned from time to time, as needed, by the Board of Directors.
B. Each Region shall be governed by a duly elected or appointed Regional Director.

Section 2. DISTRICTS

A. Geographic Districts will be established and may be realigned from time to time, as needed, by the Board of Directors.
B. A duly elected or appointed District Commanders (DC) shall govern each District.
C. All Base Bylaws and their amendments must be approved by the District Commander or next in the chain of command to become effective.
D. Bases may be formed and organized upon receipt of written authorization from the District Commander, or next in the chain of command, of the geographical district where the base headquarters are to be located.

ARTICLE X – BASE CHARTER

Section 1. Upon signed approval of the Bylaws by the appropriate District Commander and endorsement by the Regional Director, each Base shall be issued a Charter from the Organization. The Organization's Commander and Secretary, who shall affix the Organization's Seal thereto, shall sign the Charter.

Section 2. Issuance of the Charter signifies authorization to carry out the purpose of the Organization under the name United States Submarine Veterans, Inc. and authorizes the use of the National Emblem in carrying out that Purpose. However, no Base may act as an agent for USSVI nor obligate, either financially or legally, the National Organization without first obtaining approval from the Board of Directors.

Section 3. Any Base that fails to comply with the Organization's Constitution and Bylaws will have thirty (30) days after receipt of written notification from the Organization's Secretary to correct the deficiency or cause their Charter to be revoked.

ARTICLE XI—POLICY AND PROCEDURES MANUAL

Section 1. It shall be the policy of this organization that policies and procedures which are relevant to the Organization Members, and are not otherwise available to the Members, shall be maintained in a Policies and Procedures Manual (PPM) to be available on the USSVI website. The PPM shall be binding within the Organization as long as it does not conflict with the Constitution and Bylaws.

Section 2. The National Secretary will maintain the PPM and incorporate updates on a regular basis.

Section 3. All new policies or policy changes that are approved by the Board of Directors shall be entered into the PPM upon passage.

Section 4. Relevant policies and procedures adopted within the prior ten (10) to fifteen (15) years shall be included within the PPM, e.g., Section 2, unless rescinded by the Board of Directors.

ARTICLE XII –MEETINGS

Section 1. ANNUAL BUSINESS MEETING (ABM).

A. The ABM will be open to all Members in good standing and shall be held annually during the National Convention.
B. The senior National Officer present at the ABM shall be the presiding officer. The order of seniority is as follows: National Commander, National Senior Vice-Commander, National Junior Vice-Commander, National Secretary and National Treasurer.
C. The ABM shall validate the elections and report the results for National Officers and Constitution and Bylaws Amendments.
D. The ABM shall approve the Annual Budget as presented by the Board of Directors.
E. The Order of Business for the ABM shall be:
    1. Call to Order
    2. Moment of Silence for Departed Shipmates
    3. Invocation
    4. Pledge of Allegiance

5. Reciting of the Creed
6. Reading and Acceptance of the Minutes of the Previous Annual Business Meeting
7. Introduction of National Officers in Attendance, by Name and Base
8. Board of Directors Report by the National Commander
9. Report of the Senior Vice-Commander
10. Report of the Junior Vice-Commander
11. Report of the National Secretary
12. Report of the National Treasurer
13. Committee Reports, as necessary
14. Unfinished Business from the Previous Annual Business Meeting
15. New Business, including Resolutions from a Base
16. Good of the Order
17. Swearing in of Officers for the New Term
18. Closing of the Annual Business Meeting

Section 2. BOARD OF DIRECTORS MEETINGS. The required meetings of the Board of Directors shall be as follows:

A. PRE-ANNUAL BUSINESS BOD MEETING. The Pre-Annual Business Meeting (Pre-ABM) will be held three (3) days prior to the ABM. The purpose of this meeting is to:
   1. Review the Committee and Officers' Reports to be presented at the ABM.
   2. Review, amend and approve the proposed annual budget before it is presented to the membership for a vote at the ABM.
   3. Consider and conduct any other business as may arise.
B. POST-ANNUAL BUSINESS BOD MEETING. This meeting will be held as soon as possible after the ABM meeting to:
   1. Review any items of interest from the ABM.
   2. In an election year, approve any new Appointed Positions and Committee Chairmen presented by the National Commander to the Board for approval.
   3. Consider and conduct any organizational business as may arise.
C. MID-TERM BOD MEETING. The Mid-Term BOD Meeting time and place will be determined by the National Commander, with the concurrence of the BOD. The National Commander shall give three (3) months' notice of the meeting so arrangements for lodging and travel can be made by all Board members and those members wishing to attend. The purpose of the meeting will be to:
   1. Consider and conduct any organizational business as presented at the meeting.
   2. In election years, consider and approve proposed amendments to the Constitution and Bylaws for the ballot.
   3. Review all Committee Reports and Committee progress up to this meeting.
   4. Conduct an Audit of the USSVI financial records.
   5. Determine sponsorship of the National Convention at least two (2) years hence.
D. PERIODIC BOD MEETINGS. Periodic meetings of the BOD will be held either as electronic or in-person meetings and will be called at the discretion of the

National Commander, but not less than quarterly. Board members will receive a ten (10) day email or telephone notice of the meeting. Electronic Meetings are meetings conducted via computer either by typing on an electronic forum or audio-visual conferencing, by phone conference call, or any future electronic method. All Electronic Meetings must follow Robert's Rules of Order for Electronic Meetings. A quorum for a meeting via Electronic Forum is a majority of the Board members, all of whom must reply on the forum within a twenty-four (24) hour timeframe. For meetings via Audio Visual or Phone Conferences, a quorum is a majority of the Board Members.

E. SPECIAL BOD MEETINGS. Special Meetings of the Board of Directors may be called at any time by the National Commander or by three (3) members of the Board of Directors. Notice of Special Meetings shall be given to each member of the BOD, in person, by U.S. Mail or by email to his/her last known address, at least ten (10) days prior to the date of the meeting, specifying the time, place and purpose of the meeting.
F. EMERGENCY BOD MEETINGS. In cases where immediate action by the BOD is required to prevent risk or detriment to USSVI, the National Commander may call an emergency meeting of the Board of Directors. Notice of Emergency Meetings shall be given to each member of the BOD by email or telephone at least twenty-four (24) hours prior to the date of the meeting, specifying the time, place and purpose of the meeting.
G. CONDUCT OF MEETINGS. The general conduct of meetings of this Organization shall be in keeping with the normal parliamentary procedures as found in the latest edition of Robert's Rules of Order Newly Revised.

ARTICLE XIII – BIENNIAL ELECTIONS

Section 1. NOMINATIONS

A. Elections for National Office shall occur in even numbered years. Any member in good standing may nominate any other member in good standing for any elected National Office, provided that:
    1. The qualifications for National Office are in accordance with the Constitution and Bylaws, and the nomination is accompanied by a letter from the Nominee indicating his/her willingness to accept the nomination to serve, if elected.
    2. The Nomination Letter includes details of the Nominee's qualifications in less than one hundred (100) words.
    3. The Nomination is received by the Nomination Committee Chair on or by March 1st or one hundred (100) days prior to the ABM, whichever is earlier.

Section 2. CAMPAIGNING

A. Each candidate for National Office shall be provided from one-fourth (1/4) to one-half (1/2) page of space in the second (2nd) quarter Issue of the National Publication, free of charge, for campaign purposes.
B. Candidates may purchase additional space in the National Publication at the rate and terms provided for in the National Publication.

Section 3. NATIONAL BALLOT

A. The National Commander shall appoint an Election Master to count and tabulate the results of the Nation Election Ballots.
    1. The Election Master shall be a member in good standing, selected by the National Commander and approved by the Voting Board of directors.
    2. The Election Master shall prepare and distribute the National Ballot, ensure that only members in good standing vote in the National Election, count and tabulate the results of the paper ballots and combine them with the tally of the online voting and immediately provide the results to the Board of Directors and all the candidates for elective office. The results will also be announced at the Annual Business Meeting.
    3. The Election Master, along with a Past National Commander or Past National Officer appointed by the National Commander, shall decide disputes with the election results. All disputes are decided at the Pre-Annual Business BOD Meeting and these results are final.
B. During the sixty (60) days immediately preceding the Annual Business Meeting which falls in an even numbered year and in time to permit at least thirty (30) days for the members to cast and return their ballot in a manner as directed by the Election Master, the Election Master shall convey a national election ballot to all members in good standing as prescribed elsewhere in this document.
C. The Ballot shall, at minimum, contain the following information:
    1. The names, in alphabetical order, of all qualified candidates for each Nationally Elected Office, with one additional blank line for a write-in candidate, and for each office, contain a clearly defined space opposite each name and the write-in line for the member to indicate his/her choice.
    2. Any proposed changes to the Constitution and Bylaws, in the sequence that they appear in the existing Constitution and Bylaws, with a clearly defined space opposite each amendment for the member to indicate his/her choice.
    3. Subject to the approval of the Board of Directors, all proposed amendments approved by the Constitution and Bylaws Committee shall be placed on the ballot. Included with each amendment presented on the ballot shall be a statement from the National Board, stating in twenty-five (25) words or less, why the Board is for or against the amendment. Also, on the ballot for each amendment may be a statement, in twenty-five (25) words or less, from the author of the proposed amendment, stating his/her reason for submitting the proposed amendment.
    4. Instructions as the Election Master deems necessary to ensure the secrecy and validity of the ballot and its delivery to him/her no later than seven (7) days before the start of the Annual Business Meeting.
D. In the event an official ballot is lost, defaced or incorrectly executed by a member or if a member fails to receive a ballot, additional ballots may be obtained by request to the Election Master, provided that such request is made with sufficient time to permit the return of the executed ballot to the Election Master no later than seven (7) days before the start of the Annual Business Meeting.
E. The Election Master shall make available official ballots to regular members in good standing.

1. The Election Master may authorize Base Commanders to reproduce the ballot and distribute copies to members, as necessary.
2. The Election Master shall cause the National Ballot to be posted on the official USSVI website.
3. The vote must be conducted by the Election Master, even if each National Office has only one (1) candidate nominated for it.

Section 4. VOTING PROCEDURE

A. Electronic voting via the internet shall be the preferred method used in National and Regional elections. Paper ballots, candidate biographies, and voting instructions will be sent to each member via the American Submariner second quarter issue. The ballot, candidate biographies and voting instructions must also be posted on the USSVI website for all to see/download. All paper ballots must be returned to the Election Master for inclusion with the electronic tally no later than seven (7) days before the Annual Business Meeting.
B. The Election Master may appoint one (1) or more members in good standing to assist him in entering Ballots into the computer for tabulating the results. Appointees shall not be a candidate for National Office nor have submitted a resolution under consideration in the National Ballot.
C. Disputes: The Election Master, along with a Past National Commander or Past National Officer appointed by the National Commander, shall decide disputes with the election results. All disputes are decided at the Pre-Annual Business BOD Meeting and these results are final.
D. Tie Vote: In case of a tie vote for any elected position, there will be a second Ballot election for that position only, conducted by the Election Master within thirty (30) days of the end of the National Convention.
E. The candidate receiving the highest number of votes for an office shall be certified as elected to such office by the Election Master. At the conclusion of the voting period, the results of the election shall be communicated to the National Commander and all of the candidates. The National Commander or the Election Master will announce the results of the elections and any Proposed Amendments to the Constitution and Bylaws to the membership at the Annual Business meeting.

Section 5. BIENNIAL ELECTION FOR REGIONAL DIRECTORS

A. Regional Director's Elections shall be held in the even numbered years in conjunction with the National Election as part of the National Ballot.
B. Members in good standing can only vote for the Regional Director in the Region in which his/her Primary Base is located.
C. Any regular member in good standing of a Base within a Region may nominate any other regular member residing within the same Region and in good standing for Regional Director of that region, provided that:
    1. The Nominee is currently serving or has served as a Regional Director, District or Base Officer.
    2. The nomination is accompanied by a letter from the Nominee indicating they have read and understand the requirements of the position and indicating

his/her willingness to accept the nomination and willingness to serve, if elected.
3. The Nomination Letter shall include details of the Nominee's qualifications in one hundred (100) words or less.
4. Nominations must be sent to the National Nomination Committee's Chairman on or by March 1st of the election year.

D. Any Regional Director vacancy shall be filled by appointment by the National Commander within ninety (90) days of the vacancy.
E. In the case of a newly created Region, the Election Master shall then conduct a special election within ninety (90) days of its creation, the term of which shall run through the completion of the current Region election cycle.

Section 6. BIENNIAL ELECTION FOR DISTRICT COMMANDERS

A. The appropriate Regional Director shall conduct the District Elections every two (2) years during the odd numbered years.
B. The Regional Director or any regular member in good standing within a District may nominate any other regular member in good standing living within the same District for District Commander of that District provided that:
   1. The Nominee is currently serving or has previously served as a Base officer. Currently serving District Commanders are eligible to continue to serve in their positions, irrespective of this requirement.
   2. The nomination is accompanied by a letter from the Nominee indicating that they have read and understand the requirements of the position and indicating their willingness to accept the nomination and willingness to serve, if elected.
   3. The Nomination Letter includes details of the Nominee's qualifications in less than one hundred (100) words.
C. Prior to or following the nomination, the Regional Director shall discuss the needs of the District with the candidate(s).
D. Each Base member within the district must have at least thirty (30) days to cast their written or electronic ballot.
E. The District Commander shall be the candidate receiving the most votes of the regular voting members in good standing within the District. The call for candidates shall begin on March 1st and the results shall be announced on September 1st of the election year. The Regional Director shall set the start and closing date for the election.
F. In the case of a tie vote, the outcome shall be decided by a run-off election conducted by the Regional Director. The Regional Director shall retain the ballots for inspection until January 1st of the following year.
G. If no nominations are received, or if a vacancy occurs during the term of a District Commander, that vacancy shall be filled by appointment by the appropriate Regional Director, normally within ninety (90) days, to run until the next election cycle.
H. The Regional Director has the authority to terminate a sitting District Commander's term for non-performance or malfeasance, subject to approval by a majority vote of the District's Base Commanders.

ARTICLE XIV – VOTING

Section 1. Each regular member shall be entitled to vote in the National Election, provided that the member is in good standing, both at the time his/her ballot is counted and on the date of the Annual Business Meeting.

A. Regular Members in attendance at the Annual Business Meeting may vote on issues from the agenda or which may be introduced from the floor as prescribed elsewhere in this document.
B. Voting for National Officers and proposed amendments to the Constitution and Bylaws shall be done as prescribed elsewhere in this document.

Section 2. There shall be no voting by proxy; any member in good standing not voting will be considered as abstaining.

ARTICLE XV – QUORUM

Section 1. A majority of the members in good standing and in attendance at the annual convention, shall constitute a quorum for the transaction of all business at the Annual Business Meeting (ABM).

Section 2. A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of all business at a duly called meeting of the Board of Directors.

Section 3. Once a quorum has been established, no member absenting himself shall destroy the quorum.

Section 4. In the event of a quorum not being present, a lesser number may adjourn the meeting to some future time and date.

ARTICLE XVI – OFFICERS

Section 1: NATIONAL OFFICERS

A. Nationally elected officers of the Organization will be: National Commander (NC), National Senior Vice-Commander (NSVC), National Junior Vice-Commander (NJVC), National Secretary (NS), and National Treasurer (NT).
B. The prerequisite for National Office is that a nominee must be a Regular Member in good standing a minimum of thirty (30) consecutive months.
    1. Nominees for Junior Vice-Commander must have completed at least two (2) years as a Member of the Board of Directors.
    2. Nominees for Senior Vice-Commander must have completed at least two (2) years as a Member of the Board of Directors and must certify that they have or will develop a working familiarity of the USSVI bookkeeping software.
    3. Nominees for National Commander must have completed at least two (2) years as a voting member of the Board of Directors by the time they take office as National Commander.

4. Nominees for National Treasurer must have some experience in bookkeeping, certify that they have or will develop a working knowledge of the USSVI approved bookkeeping software, use the USSVI approved software as part of his/her duties as National Treasurer, and will not change to another software package without the Board of Director's approval.

C. The term of office for all National Officers will be two (2) years or until a successor is elected.
D. No individual shall serve more than two (2) consecutive terms as National Commander.
E. Other than the position of National Commander, there are no restrictions on the number of terms an individual may be elected to any office.
F. The term of office for a National elected officer will begin immediately after the annual business meeting.
G. The following Officers will be appointed by the National Commander and confirmed by the Board of Directors: Chaplain, Historian, Parliamentarian, Editor of the National Publication, Boat Sponsor Program Chair, National Storekeeper, Chief Technology Officer, and Webmaster. The Committee Chairmanships will be appointed as outlined in this document and with Board of Director's confirmation.
H. The term of office for appointed officers will begin immediately after confirmation by the Board of Directors and notification by the National Commander.
I. Nationally elected and appointed officers will carry out their duties as prescribed elsewhere in this document.
J. No officer elected or appointed shall be paid any salary for services rendered on behalf of the Organization.

Section 2. BOARD OF DIRECTORS

A. The Board of Directors (BOD) shall have control and general management of the affairs and business of the Organization.
B. The Board of Directors shall be comprised of the National elected officers, the Regional Directors, the District Commanders, the immediate Past National Commander, and the current DCOY.
C. The only members of the Board of Directors with voting privileges are the National elected officers, the Regional Directors (RDs), the Immediate Past National Commander (IPNC), and the most recent recipient of the USSVI District Commanders National Award as of the date of the meeting, or the runner-up for the USSVI District Commanders National Award in the event the most recent recipient of the award is already a voting member.
D. Any member of the Board of Directors may be removed from office for cause by a two-thirds (2/3) vote of the Board of Directors.
E. Duties of the Board of Directors shall include, but not be limited to, all normal business that the Board takes care of in the routine management of the Organization. It shall also include approving those appointments the National Commander and others shall make. The National Secretary will receive reports for distribution from all Committees as specified in this document and will receive and present to the Board for approval any operational manuals the Committees

may choose to create. Such manuals must be approved by the Board before they are released to the membership. Special care will be taken both by the Committee and the Board to ensure that such manuals do not supersede or contradict the Constitution and Bylaws of the Organization.

F. Regardless of cause, a replacement for a voting member may be appointed from the general membership by the National Commander provided that the member appointed meets all the requirements for that position, or assigned to the sitting officer next in seniority, or the vacated duties may be absorbed or distributed between the remaining members as the Board of Directors approves.
G. No member of the Board of Directors with voting privileges shall have more than one (1) vote.

ARTICLE XVII – DUTIES OF OFFICERS

Section 1. NATIONAL COMMANDER

The duties of the National Commander shall include:

A. Acting as the Chief Executive Officer and Chairman of the Board of Directors.
B. Calling and presiding over all meetings of the Organization.
C. Enforcing the Constitution and Bylaws.
D. Directing and supervising the operation of the Organization.
E. Preparing and presenting the Board of Directors' Annual Report at the Annual Business Meeting.
F. Submitting, in writing, to the Board of Directors for confirmation, all Appointed Officers and Committee Chairs, except as noted in specific committees where the Chairman is automatically assigned by his/her position with USSVI.
G. Signing all certificates, notes, drafts, bills of exchange, warrants or other orders for the payment of monies duly drawn by the National Treasurer, except as provided elsewhere in this document, subject to the approval of the Board of Directors.
H. Being responsible for the promulgation of all pertinent information to the membership of the Organization.
I. Being an ex-officio member of all committees, except the Nominations Committee.
J. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 2. SENIOR VICE-COMMANDER

The duties of the Senior Vice-Commander shall include:

A. Assisting the National Commander in the discharge of his/her duties.
B. Assuming the duties of the National Commander in the event of his/her absence, illness, or call to eternal patrol.
C. Executing the powers and authority of the National Commander, when required, in the absence of the National Commander.
D. Serving as a member of the Board of Directors.
E. Acting as Chairman of the Ways and Means Committee.

F. Convening the Audit Committee and acting as Chairman for the purpose of electing a Chairman from the designated Committee members. Receiving the written Audit Report from the elected Audit Committee Chairman.
G. Being responsible for the content, publication and distribution of the National Publication.
H. Preparing and presenting an Annual Report relative to the operation of his/her office at the Annual Business Meeting.
I. Maintaining a working familiarity with the approved USSVI bookkeeping software.
J. Directly overseeing the National Convention Committee.
K. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 3. JUNIOR VICE-COMMANDER
The duties of the Junior Vice-Commander shall include:

A. Executing the powers and authority in organization matters, when required, in the absence of the National Commander and National Senior Vice-Commander.
B. Serving as a member of the Board of Directors.
C. Acting as Chairman of the Membership Committee.
D. Serving on the Ways and Means Committee.
E. Being responsible for the direction and control of the National Office.
F. Preparing and presenting an Annual Report relative to the operation of his/her office at the Annual Business Meeting.
G. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 4. NATIONAL SECRETARY
The duties of the National Secretary shall include:

A. Officiating, when required, in organization matters in the absence of the National Commander, National Senior Vice-Commander and the National Junior Vice-Commander.
B. Serving as a member of the Board of Directors.
C. Serving as a member of the Membership Committee.
D. Being the clerk of the Organization, keeper of the seal, and affixing such seal, as required. Being the custodian of all non-financial records and materials, which shall remain the property of USSVI.
E. Keeping permanent records as required by the Articles of Incorporation and the Constitution and Bylaws.
F. Keeping permanent records of the proceedings of all meetings of the Board of Directors.
G. Serving as the official organization correspondent and forwarding to officers and Committee Chairmen such correspondence as may be appropriate to the performance of their duties.

H. Issuing a call to all Committee Chairmen for a report of unfinished issues and having these reports published in the fourth quarter issue of the American Submariner.
I. Issuing a new Base Charter once the following documents and requested items are received:
    1. The name of the new base and date of the first base meeting.
    2. A copy of the list of elected base officers and base members.
    3. A copy of the completed District Commander's check-off sheet.
    4. A copy of the approved new Base Bylaws.
J. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 5. NATIONAL TREASURER
The duties of the National Treasurer shall include:

A. Serving as a member of the Board of Directors.
B. Serving as a member of the Ways and Means Committee.
C. Being the Chief Financial Officer of the Organization.
D. Being the custodian of all financial records of the Organization; maintaining a working knowledge of and using the approved USSVI bookkeeping software in his/her duties as National Treasurer. The approved USSVI bookkeeping software may only be changed with the approval of the Board of Directors.
E. Accounting for and managing all financial activities within the Organization.
F. Having oversight access to all organizational funds, and providing for their safekeeping, disbursement, and investment in a manner acceptable to the Board of Directors.
G. Engaging a Board of Directors approved non-USSVI CPA or CPA firm to complete and file USSVI Federal, State and local Tax returns (0990, etc.). As part of his/her duties, the National Treasurer shall provide all USSVI financial records, forms and required documents to the approved CPA/CPA firm so that USSVI tax returns can be prepared accurately and in a timely manner.
H. Maintaining accounts appropriate to the structure and activities of the Organization in accordance with generally accepted accounting principles and submitting a Balance Sheet including all USSVI accounts, a Profit & Loss Actual vs. Budget report, and an Investment Performance report to the Board of Directors utilizing the bookkeeping software approved by the Board of Directors.
I. The National Treasurer shall be covered by an Employee Dishonesty Policy in an amount to be determined by the Board of Directors. All costs involved in securing the Policy shall be borne by the Organization.
J. Working up, keeping current, and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official material assigned to his/her care.

Section 6. REGIONAL DIRECTORS
The duties of the Regional Directors shall include:

A. Being directly responsible to the National Commander for the conduct of organizational business within his/her Region.
B. Serving as members of the Board of Directors.
C. Serving as members of the USSVI Charitable Foundation Scholarship Committee.
D. Performing such other duties as required by the Constitution and Bylaws.
E. Serving as members of the Audit Committee.
F. Working up, keeping current, and passing on immediately to his/her relief a “Turn Over” folder, including all official correspondence, records, and official material assigned to his/her care.

Section 7. DISTRICT COMMANDERS
The District Commander is directly responsible to the Regional Director for the conduct of organizational business within his/her district.
The duties of the District Commanders shall include:

A. Serving as non-voting members of the Board of Directors.
B. Assisting the Base Commanders within their respective districts in the performance of their duties, including providing assistance as required to ensure the proper operation of base meetings and events, recruiting and retention.
C. Appointing all District committee members, committee chairs and appointed officers as required to conduct District business.
D. Representing his/her respective District at official functions.
E. Assisting the Regional Director with the oversight of the performance of all Base Commanders within his/her district, the performance guidelines having been established by the Regional Director.
F. Approving Base Bylaws, ensuring compliance with National and State laws regulating the operation of the Organization within his/her district (i.e. chartering, maintaining non-profit status, etc.).
G. Actively promoting the establishment of new bases with the assistance of the New Base Development Committee (NBDC), including, with the assistance of the NBDC, sending to the Regional Director and National Junior Vice-Commander a report on the well-being of any new base six (6) months after it has been formed.
H. Coordinating with their Regional Director to act, if needed, as liaison with other veteran organizations.
I. Annually preparing a written report on the state of his/her District to be given to his/her Regional Director, with copies for publication in each of the District’s Base Newsletters.
J. If selected, serving as a member of the New Base Development Committee.
K. Creating a quarterly newsletter for the Base Commanders within his/her District.
L. Working up, keeping current and passing on immediately to his/her relief a “Turn Over” folder, including all official correspondence, records, and official materials assigned to his/her care.

Section 8. APPOINTED OFFICERS
Positions to be filled by appointment by the National Commander as follows:

A. National Parliamentarian: The National Parliamentarian is a consultant who advises the National Commander and other officers, committees, and members on matters of parliamentary procedure. The National Parliamentarian shall be appointed and confirmed in accordance with the USSVI Constitution.

Desirable qualifications for this position are:

1. Relevant experience, such as Chairman or Parliamentarian of an organization, council, committee, or board.
2. Good working knowledge of Robert's Rules of Order.
3. Good working knowledge of the USSVI Constitution and Bylaws.
4. Membership in the National Association of Parliamentarians.

The duties of the National Parliamentarian shall include:

1. Attending National Conventions, Annual Business Meetings and other meetings as may be requested by the National Commander. The National Parliamentarian is customarily seated next to the National Commander at all such meetings to facilitate rendering procedural advice.
2. Providing advice, upon request, to all elected National Officers, Regional Officers and Committee Chairmen on matters regarding the parliamentary procedures of USSVI.
3. Assisting Base and District Commanders, upon request, in resolving issues pertaining to USSVI parliamentary procedures as they affect their operations, after first consulting with their respective Regional Director regarding same.
4. Working up, keeping current and passing on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

B. Other Appointed Officers: The desirable qualifications and duties for other National Appointed Officers shall be as mutually determined and agreed upon by the National Commander and the appointed officer. In each case, the appointed officer shall work up, keep current and pass on immediately to his/her relief a "Turn Over" folder, including all official correspondence, records, and official materials assigned to his/her care.

ARTICLE XVIII – COMMITTEES

Section 1. DUTIES AND DEFINITIONS

A. Duties of Committees: Committees function for the benefit of the Organization and at the direction of the Board of Directors. All Committee Chairmen and all Committee members, except for those noted in specific committees where the member or Chairman is automatically assigned by his/her position with USSVI, must first be approved or confirmed by the Board of Directors before the Committee can operate.

1. Committees may have an operational manual which will outline the duties and procedures of that committee, its aims and goals, and operating procedures. The operating manual shall be submitted to the Board for its timely approval.

The Board may also direct changes to the Committee, which changes shall then be added to its operating manual.

2. Committees shall also determine the need for an annual administrative budget, which may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
3. All committee Chairs shall annually submit a report of their operations to the National Secretary for inclusion in the committee reports; such reports are to be submitted no later than thirty (30) days prior to the National Convention.

B. Definitions of Committees:
   1. Standing Committees: Permanent committees that by their very nature require continuity.
   2. Non-Permanent Committees:
      a) Annual Committees: Committees which shall be re-established at the start of each organizational year.
      b) Ad Hoc Committees: Committees appointed, as necessary, by the National Commander for a specific purpose.

Section 2. MEMBERSHIP COMMITTEE

A. The Membership Committee shall be a Standing Committee.
B. The Membership Committee shall be chaired by the National Junior Vice-Commander and have as regular members the National Office Manager and other members as deemed necessary by the National Junior Vice-Commander. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The duties of the Membership Committee shall include:
   1. Receiving applications from new members.
   2. Determining eligibility requirements for applicants.
   3. Maintaining a permanent record of applications and membership.
   4. Providing each new member with a membership packet.

Section 3. WAYS AND MEANS COMMITTEE

A. The Ways and Means Committee shall be a Standing Committee.
B. The Ways and Means Committee shall be chaired by the National Senior Vice-Commander and shall have as regular members the National Junior Vice-Commander, the National Treasurer, and other members deemed necessary by the National Commander. An administrative budget may be funded through an annual budget request for this Committee, to be set by the National Senior Vice-Commander. The Committee Chairman shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The duties of the Ways and Means Committee shall include:

1. Preparing and submitting an annual USSVI budget to the Board of Directors.
2. Monitoring performance of operating units against the approved budget throughout the year.
3. Preparing recommendations to the Board of Directors on items of expenditure not within the approved budget.

Section 4. LONG RANGE PLANNING COMMITTEE

A. The Long-Range Planning Committee shall be a Standing Committee.
B. The Long-Range Planning Committee shall be chaired by a member appointed by the Board of Directors and shall have as regular members other members deemed necessary by the Board of Directors. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chairman shall annually submit a report of the operations to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The duties of the Long-Range Planning Committee shall include conducting studies as requested by the Board of Directors to further the fraternal purpose and creed of the Organization.
D. Written reports and recommendations of the Committee shall be made to the Board of Directors prior to the meetings of the Board or upon their request.

Section 5. PUBLIC RELATIONS AND PUBLICITY COMMITTEE

A. The Public Relations and Publicity Committee shall be a Standing Committee.
B. The Public Relations and Publicity Committee shall be chaired by a member who is chosen for his/her qualities of experience and enthusiasm and nominated by the National Commander. The Public Relations and Publicity Committee shall have as its members other members as deemed necessary by the Chairman of the Committee. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The duties of the Public Relations and Publicity Committee shall include:
    1. Publicly promoting a positive image of the Organization.
    2. Assisting all officers of the Organization in developing promotional materials to advertise the Organization and organizational events.

Section 6. NOMINATIONS COMMITTEE

A. The Nominations Committee shall be a Biennial, Standing Committee.
B. The Nominations Committee shall be chaired by a member appointed by the National Commander and consist of the Immediate Past National Commander and other members deemed necessary by the Chairman of the Nominations Committee. Persons running for election or re-election to a National Office may not serve on the Nominations Committee. An administrative budget may be

funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

C. The duties of the Nominations Committee shall include:
    1. Issuing a “Call for Nominations” of eligible candidates for National Office by publishing said call in the fourth (4th) quarter issue of the National Publication in the year preceding elections and, as needed, via other means of electronic notification by the Organization.
    2. Forwarding the names of all eligible nominees to the Election Master for ballot preparation and distribution.

Section 7. NATIONAL ARCHIVES COMMITTEE (NAC)

A. The National Archives Committee shall be a Standing Committee. The National Commander shall nominate the Chairman and the Chairman shall nominate the Committee members. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget.
B. The National Archives Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The National Archives Committee shall consist of an Archivist and an Historian. These positions may be held by a single member if expedient and beneficial to the Organization. The National Secretary shall be a member of this Committee.
D. The purpose of the Archivist is to obtain the records of the Organization and retain them in a retrievable format.
E. The purpose of the Historian is to document the ongoing history of USSVI.
F. The National Archives Committee Chair may nominate additional Committee members, as needed, to fulfill the purposes of the Committee.
G. The National Archives Committee shall establish and maintain an Archives Procedures Manual containing standards for retention of materials, including what should be retained in its original form, what should be scanned in electronic format, what can be discarded, and other processes and procedures applicable to the purposes of this Committee.
H. The duties of the National Archive Committee shall include:
    1. Retaining USSVI documents and materials in a manner described in the Archives Procedures Manual.
    2. Periodically publishing a request through USSVI communication channels for Base record materials, and requesting copies of all District, Region and National Officer annual records for the previous year from the officers involved.
    3. Providing an annual report to the Board of Directors through the National Secretary on matters pertaining to objective projections, activities, accomplishments and future plans of the Committee.

4. Providing materials, as needed, for the preparation of historical documents.

Section 8. NEW BASE DEVELOPMENT COMMITTEE

A. The New Base Development Committee shall be a Standing Committee. The Committee Chairman shall be nominated by the National Commander. The Committee shall include at least one (1) District Commander per Region, with additional committee members nominated, as necessary, by the Chairman.
B. The duties of the Committee shall include:
    1. The consolidation of material necessary to provide guidance for establishing new Bases within the Organization.
    2. Responsibility for the currency of the New Base Development Handbook (NBDH), which is to be used as a guide by the affected District Commander and the prospective Base officers as the handbook directs.
    3. In consultation with the NBDC, preparation and maintenance of an up-to-date handbook with instructions on Base formation. Updates to the NBDH shall be submitted to the Board of Directors for review and approval prior to publishing to the Organization.
    4. Coordination of New Base Development. The Chair shall work with and through the affected District Commander in developing new bases, providing additional assistance as requested.
    5. In the case of a District Commander vacancy, unavailability or non-cooperation, and following consultation and agreement of the affected Regional Director, the Chair may assume the District Commander role in the establishment of a prospective Base.

Section 9. CONSTITUTION AND BYLAWS COMMITTEE

A. The Constitution and Bylaws (C&B) Committee shall be a Standing Committee.
B. The Chairman shall be nominated by the National Commander. The Committee shall consist of the Chairman and the Immediate Past National Commander. Additional members who are knowledgeable of the USSVI Constitution and Bylaws may be nominated, as required, by the Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
C. The duties of the C&B Committee Chair and the Committee shall include:
    1. Issuing a Call for Constitution and Bylaws proposed amendments by publishing said Call in the fourth (4th) quarter issue of the National Publication and publishing all valid proposed amendments in the second (2nd) quarter issue of the National Publication.
    2. Ensuring the proposed amendments are complete statements which will stand on their own merit.
    3. Ensuring the proposed amendments:
        a) Clearly state the intent of the author and the section of the Organization policy affected.

b) Reflect the estimated or actual cost, if any, to the Organization.
c) Are legible, limited to one agenda item, and conform to procedures as established by the Committee Chair.
d) Are signed and dated by the author.

4. When proposed amendments to the Constitution and Bylaws are received for review, ensuring they are neither duplicates nor frivolous submissions of identical subjects, and that they are properly worded for inclusion, if passed. In the event of conflict between two (2) or more proposed amendments, the Committee shall determine whether or not the proposals are essentially the same and decide whether any or all may be placed on the ballot, recomposing if necessary without altering the original intent. The Committee shall make a conscious effort to identify and remedy any proposed amendment that may have a ripple effect.
5. Upon completion of review and with the Committee's comments attached, submitting proposed amendments to the National Secretary in time sufficient for the Board of Directors to review and approve the proposed amendments in preparation of the National Ballot.

Section 10. VETERANS AFFAIRS COMMITTEE

A. The Veterans Affairs Committee shall be a Standing Committee. The National Commander shall nominate the Committee Chairman. Additional members may be nominated as required by the Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.
B. The duties of the Veterans Affairs Committee Chair shall include:
   1. Maintaining liaison with the Veterans Administration (VA) through the various media available to him/her and personal contact as required with the VA.
   2. Maintaining a summarized column in the National Publication of items of importance for the membership regarding their Veterans Benefits and changes thereto, with the details available to the Base Veterans Administration Point of Contact.

Section 11. AWARDS COMMITTEE

A. The Awards Committee shall be a Standing Committee. The National Commander shall nominate the Chairman.
B. The Awards Committee Chair shall nominate Committee members, as needed, to fulfill the purposes of the Committee and submit their names to the Board of Directors for approval.
C. The duties of the Awards Committee Chair shall include:
   1. Establishing and maintaining an Awards Procedures Manual containing all awards given, the criteria for each award, and who the judges are, by title or appointment.
   2. Submitting the manual to the Board of Directors for approval prior to

dissemination to the membership.
3. Widely publishing a timely call for each set of Award candidates through all regular USSVI communication channels, providing criteria and timeline information.
4. Establishing a process and timeline to determine Award winners at a time prior to the National Convention and announcing the winners at the time and place specified in the Awards manual.

D. The Awards Committee shall determine if any other awards should be considered, including special awards, etc., subject to the Committee budget.
E. The Awards Committee shall determine the appropriate item for presentation to the recipient. The Awards Committee Chair shall annually submit a budget request when requested to the National Senior Vice-Commander.
F. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

Section 12. NATIONAL CONVENTION COMMITTEE

A. The National Convention Committee shall be a Standing Committee. The Committee Chairman shall be appointed by the National Commander, with additional Committee members appointed as necessary by the Convention Committee Chair. An administrative budget may be funded through an annual budget request to the National Senior Vice-Commander for inclusion in the USSVI National Budget. The Committee shall report directly to the National Senior Vice-Commander.
B. The duties of the Convention Committee shall be to promulgate and disseminate written guidelines for preparing proposals when a Base is planning to bid on a National Convention to include:
   1. Preparing and making available a Convention Guidelines Manual.
   2. Providing general management services to the hosting Base(s).
   3. Negotiating the hotel and catering contracts for the proposed convention.
   4. Making themselves available to any Base seeking assistance or information on hosting the National Convention.
C. A written proposal by a base to the National Senior Vice-Commander, to be received by him/her no later than March 1st of the next Convention year, must contain the following information:
   1. The location city of the proposed National Convention.
   2. The name of the available host hotels.
   3. The number of rooms in the hotels for handicapped guests.
   4. The availability of airport shuttles, indicating cost or no cost.
   5. The location of convention headquarters and meeting(s), if other than the host hotel.
   6. RV Parks in the area with approximate distances from the host hotel.
   7. Points of interest in the area.
D. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such

report is to be submitted no later than thirty (30) days prior to the annual mid-term Board meeting.

Section 13. TECHNOLOGY COMMITTEE

A. The Technology Committee shall be a Standing Committee.
B. The Committee shall be chaired by the Chief Technology Officer (CTO), who is appointed by the National Commander, and shall have as regular members the National Office Manager and the National Junior Vice-Commander, plus other members deemed necessary by the National Commander and/or requested by the CTO.
C. The duties of the Committee shall include:
    1. Acting as strategic planner and architect for the national technology programs/applications, with emphasis on the national database and website.
    2. Staying abreast of technologies that are both available and applicable to the Organization at both the national and local level and making recommendations to the Board of Directors.
    3. Recommending a technology budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.
    4. The Committee Chair shall annually submit a report of the operations of the Committee to the National Secretary for inclusion in the committee reports; such report is to be submitted no later than thirty (30) days prior to the National Convention.

Section 14. AUDIT COMMITTEE

A. The Audit Committee shall be a Special Committee.
B. The Audit Committee shall be comprised of the sitting Regional Directors, with the District Commander of the year serving as the alternate. The National Senior Vice-Commander shall notify the Audit Committee of the date the Audit is to be conducted, which will be immediately before the Mid-Term Meeting of the Board of Directors. The Audit Committee shall receive thirty (30) days' notice of the date the Audit is to be conducted. The National Senior Vice-Commander will convene the meeting for the purpose of electing a Chairman to conduct the Audit and will receive the completed written audit from the elected Audit Chairman.
C. Prior to the Mid-Term Board of Directors Meeting, the National Treasurer shall provide copies of the financial records for the previous calendar year in a suitable format for inspection by the Committee.
D. The National Office, National Publication, National Convention and National Investment Account financial records are provided to the National Treasurer monthly and shall be made available by the National Treasurer to the Audit Committee, along with his/her other records.
E. The actual expenses of the Committee will be reimbursed, subject to a reasonable limit established by the Board of Directors.
F. The duties of the Committee are to:
    1. Review the records and recommendations of the last Audit.

2. Review the financial records of the National Treasurer.
3. Review the financial records of the National Office.
4. Review the Financial Records of the National Publication.
5. Provide a written report, with any recommended corrective actions, to the National Senior Vice-Commander no later than thirty (30) days following the Audit.

G. Upon receipt of the Audit Committee's written report, the National Senior Vice-Commander shall review the findings and submit the report, with recommended actions, to the Board of Directors and the National Secretary no later than sixty (60) days following the Audit. The National Senior Vice-Commander shall notify each individual responsible for taking the recommended corrective actions, along with the due date for the corrective actions.
H. The individual(s) assigned corrective actions shall complete all designated actions and provide a written report to the National Senior Vice-Commander noting the completion of the assigned actions and noting any exceptions, by the due date they were assigned.

Section 15. BOARD OF INQUIRY

A. The Board of Inquiry shall be Ad Hoc.
B. Upon receipt of an allegation considered credible by the National Commander that an action(s) is/was/were potentially contrary to the Purpose and Creed of the USSVI Constitution and constitutes malfeasance of official duties or brings discredit upon USSVI, the National Commander shall appoint and convene a Board of Inquiry and provide an appropriate budget for its deliberations.
C. The Board of Inquiry shall consist of three (3) regular members in good standing who, in the judgment of the National Commander, have the experience and judgment appropriate to handle discerning issues and who are not parties to the situation to be reviewed.
D. The Board of Inquiry shall review the allegations and related documentation. It has the discretion to interview any persons who are believed to have knowledge of the situation and to review additional documentation as the Board of Inquiry may judge to be relevant. The accused shall be afforded the opportunity to confront the accuser(s) and to present their version of the situation and any mitigating factors. Interviews may be via telephone or in person, at the discretion of the Board of Inquiry. The use of email for communications and to provide documentation is encouraged.
E. The Board of Inquiry shall render its judgment in writing. The Board of Inquiry may clear the accused, determine that the action(s) does not warrant disciplinary action, or it may determine that the allegation is accurate and warrants disciplinary action. Discipline is at the discretion of the Board of Inquiry and may range from a reprimand to removal from elected office or expulsion from USSVI.
F. Any accused that receives discipline from the Board of Inquiry has the right to appeal the judgment(s) and/or disciplinary action to the USSVI Board of Directors, which may affirm or reverse the decision(s) of the Board of Inquiry. The USSVI Board of Directors may also revise the disciplinary action to increase

or decrease the severity of the discipline. The decision of the USSVI Board of Directors is final.

G. Records of the Board of Inquiry shall be held by the National Secretary for at least three (3) years.
H. Upon receipt of the findings of the Board of Inquiry, the Board of Directors will decide if any legal action is required.

Section 16. INVESTMENT ADVISORY COMMITTEE

A. The Investment Advisory Committee shall be a Standing Committee.
B. The Committee shall be chaired by the Investment Fund Manager, who is appointed by the National Commander, and shall have as regular members the Alternate Investment Fund Manager, who is appointed by the National Commander; the National Senior Vice-Commander; the National Treasurer, plus other members deemed necessary by the National Commander and/or requested by the Investment Fund Manager.
C. The duties of the Committee shall include:
    1. Advising the Investment Fund Manager on investment strategies relating to the balancing of the portfolio and setting the investment goals of the portfolio when requested by the Investment Fund Manager.
    2. Recommending the amount of Investment Portfolio Cash Funds to be made available to the USSVI Operating Accounts to augment the USSVI Annual Budget, as needed.
    3. Approving the disbursement of funds from the Investment Portfolio Cash Fund to the USSVI Operating Accounts in excess of amounts approved in the USSVI Budget, as needed.
    4. Approving the sale of invested shares to augment the Investment Portfolio Cash Fund, as needed.
    5. The Committee Chair shall submit a monthly report of the investment transactions to the National Treasurer and a report of investment performance, including the Brokerage Report, to the USSVI Board of Directors and shall post the reports on the Executive Board Bulletin Board. He/she shall further submit an annual report to the National Secretary for inclusion in the Committee reports no later than thirty (30) days prior to the National Convention.

ARTICLE XIX – GENERAL BUSINESS

Section 1. Any business of the Organization not otherwise prescribed in the Constitution and Bylaws may be conducted on the floor of the Annual Business Meeting in accordance with Section 2 below, and voted on orally or by show of hands. A majority of the members present, in good standing, and voting shall be required for passage. However, business involving the commitment of organization funds shall be referred to the Ways and Means Committee for consideration and subsequent action.

Section 2. Any issues to be brought by a Regular Member before the Annual Business Meeting under new business shall be first presented to the member’s local Base

membership for approval. If approved, the issue shall be sent to the National Secretary at least thirty (30) days prior to the next Annual Business Meeting for inclusion in the Meeting Agenda, along with the tally of the local Base's vote, for the issue to be presented at the Annual Business Meeting. The tally of the vote shall be considered as binding.

ARTICLE XX – FINANCES

Section 1. BUDGET

The Board of Directors shall approve or amend the Annual Budget submitted by the Ways and Means Committee and submit it for approval at the Annual Business Meeting. The approved budget shall be published in the next issue of the National Magazine following the Annual Business Meeting.

Section 2. BUDGET FOR PUBLICATION OF NATIONAL MAGAZINE

The editor of the National Magazine shall submit a budget to the Board of Directors via the Ways and Means Committee in sufficient time for it to be included as an integral part of the Annual Budget submitted for approval at the Annual Business Meeting.

Section 3. OFFICE EXPENSES

Normal and reasonable expenses (envelopes, stationery, stamps, etc.) are authorized reimbursements for National Officers, Appointed Officers, Regional Directors and District Commanders. This is not to be taken as restricting in any way the expenses of the National Editor in printing, assembling and mailing the National Magazine, nor restricting his/her use of the telephone in carrying out his/her duties as Editor.

Section 4. PERSONAL EXPENSES

The National Commander, Senior Vice-Commander, Junior Vice-Commander, Secretary, National Treasurer, Past National Commander, Regional Directors and Editor of the National Magazine are authorized reasonable hotel and travel (airfare or automobile) expenses to attend National Conventions. No spousal expenses are authorized. Reimbursement shall be for actual expenses not to exceed regular room single occupancy rate and economy class air travel. Expenses to attend official organizational functions for other members of the Organization and newly elected officers may be authorized by majority vote of the Board of Directors.

Section 5. NATIONAL CONVENTIONS

A. A National Convention shall be held annually.
B. The National Convention Chairman shall recommend to the Board of Directors the distribution of any profits generated from the National Convention between the Host Base(s) and the National Organization in the manner agreed to by the Host Base(s) representative(s) and the National Convention Committee Chairman at the time of the Base(s) bid, considering the level of risk and services provided by each party to the agreement. Upon approval, said funds shall be distributed.

C. The Host Base(s) representative(s) and the National Convention Committee Chairman shall work together to recommend to the USSVI National Commander a mutually agreeable Convention Treasurer.
D. The National Commander shall consider the recommendation, as well as any objections, and shall appoint a Convention Treasurer subject to approval of the Board of Directors.
E. The USSVI Convention Committee shall work with the Host Base(s) to provide the scheduling of meetings and coordination of the convention events. The Convention Coordinator shall submit the Convention Plan of the Week to the National Senior Vice-Commander for approval.
F. The USSVI Convention Committee shall assist the Convention Chairman in reviewing and negotiating the Request for Procurements (RFPs) from potential Host Hotels and work with the Host Base(s) to select a Host Hotel. The Convention Chairman will submit the negotiated contract to the National Senior Vice-Commander for review. Upon approval, the Convention Chairman will sign the contract with the Host Hotel as the USSVI Representative. The Convention Chairman may request the USSVI lawyer(s) to review and/or comment on the content of the contract.
G. As soon as possible after a National Convention, and in any event within ninety (90) days, the USSVI Convention Treasurer shall submit a financial report showing authorized revenues, expenses and any profits or losses to the National Treasurer. Upon acceptance, the National Treasurer shall provide a copy to the Editor of the National Magazine for publication.

Section 6. FINANCIAL REPORTS

A. The National Treasurer shall submit a financial report at the National Convention for publication in the National Magazine. The report shall include, as a minimum: Revenues: Dues, Interest, Other, Total Receipts; and Expenses: National Magazine, Office Expenses, Personal Expenses (hotel and travel), Audits, Other, Total Liabilities. The report can be for either the past fiscal year or for the fourth quarter period ending 31 December, but in any event, must be consistent.
B. The National Scholarship Committee Chairman of the USSVCF and Memorials Chairman of the USSVCF shall each submit a Financial Report at the National Convention for publication in the National Magazine. The reports shall include, as a minimum: Revenues: Donations, Interest, and Other, Total Revenues; Expenses: Scholarships Awarded (if applicable), Memorial Expenses (if applicable), Office Expenses, Other, Total Expenses; and Assets: Cash, Securities, Other, Total Assets. The report can be for either the past fiscal year or for the fourth quarter period ending 31 December, but in any event, must be consistent.
C. Immediately following the close of each calendar year, the National Treasurer shall provide a Financial Report request to every Base for information to be included in the USSVI Tax Exempt Organization Tax Return (IRS Form 990).
D. Any Base that fails or refuses to submit the required financial reports is subject to having its charter revoked.

ARTICLE XXI – THE AUXILIARY

Section 1. Effective upon adoption of this document, an Auxiliary to the United States Submarine Veterans Inc. shall be established and shall be known as “The Auxiliary of the United States Submarine Veterans, Incorporated”, a/k/a “The Auxiliary”.

Section 2. The Auxiliary shall be governed by the Constitution and Bylaws of the USSVI.

Section 3. A Base may adopt an Auxiliary at its own discretion.

Section 4. Membership in the Auxiliary shall be limited to USSVI or SVWWII member’s spouses, widows, siblings, parents, and children not less than sixteen (16) years of age.

Section 5. The Auxiliary shall nominate and elect its own officers.

ARTICLE XXII – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1. Any Regular Member in good standing may submit proposed amendments to amend these Constitution and Bylaws by forwarding, either by the U.S. Postal Service or by email, the proposed amendments to the Chairman of the Constitution and Bylaws Committee, postmarked on or before March 1st of the year in which they are to be considered.

Section 2. The Constitution and Bylaws Committee will submit to the National Board the Proposed Amendments approved by the Committee and in accordance with the criteria as stated in the Constitution and Bylaws.

Section 3. All Proposed Amendments approved by the Constitution and Bylaws Committee may be placed on the ballot following review and approval by the Board of Directors. Included with each amendment will be a statement from the Board stating in twenty-five (25) words or less why the Board is for or against the amendment. Also, on the ballot for each amendment will be a statement, in twenty-five (25) words or less, from the author of the Proposed Amendment, stating his/her reason for submitting the Amendment.

Section 4. The Constitution and Bylaws shall be amended by a two-thirds (2/3) majority of the votes cast in the National Election of the Organization, provided that the proposed changes have been placed on the National Ballot and provided to all members in good standing at their last known postal or email address.

Section 5. So long as it is not specifically reserved to the membership, the Board of Directors may, at its discretion and by a two-thirds (2/3) vote, alter, amend, add, delete, or otherwise change the Constitution and Bylaws of USSVI to comply with the Articles of Incorporation, and/or any Federal or State law applying to 501.c.19 organizations.

Section 6. Amendments which are passed will become effective at the close of the Annual Business Meeting.

Section 7. Amendments submitted by the membership and passed shall remain in place for a period of three (3) years from acceptance and may be changed by ballot in their fourth (4th) year. Should at any time in that period the amendment be deemed by the Board of Directors as not in the best interest of the Organization, they, and only they, may submit an amendment at the next balloting opportunity to change it without waiting the three (3) year period. The result of that ballot will start a new three (3) year period.

Section 8. No Amendment to the Constitution and Bylaws shall appear on the Ballot without review and approval by the Board of Directors.

ARTICLE XXIII— DISSOLUTION

Section 1. If the Organization dissolves, all assets and monies will be donated to a non-profit organization determined by the Board of Directors.

Section 2. If the Board of Directors cannot agree on a non-profit organization, or if the Board of Directors cannot muster a quorum at the time of dissolution, all assets and monies will be turned over to the Navy and Marine Corps Relief Society, except that items of historic value and all records will be turned over to the Submarine Force Museum in Groton, Connecticut.

Section 3. In the event of a Base, District, or Regional dissolution, all assets and monies of the same shall be turned over to the National Senior Vice-Commander.